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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: May 6, 2003

SUBJECT: SAFETY MEETING IDEAS – MAY 2003

Suggested issues to discuss during your next meeting are:

1. Toll-Free Emergency Telephone Number Now Available

If there is an incident that causes an evacuation that results in work release and/or closure of any ARB facility, recorded information on return to work status, alternative work locations, and emergency clean up status will be disseminated via a special toll-free telephone number. All Boards, Departments and Offices within the Cal/EPA Agency may use this toll-free number, it is not exclusive to ARB. The number is **(877) 5-CALEPA or (877) 522-5372**. All employees should have the telephone number at their residence and with them at all times.

2. In Case of a Vehicle Accident

No one plans to be in a vehicle accident, but sometimes they do occur. In order to be prepared, you will want to have a Std. Form 269 which has a perforated section that can be given to the other vehicle involved in the accident. It provides the other driver with information on how to contact the Office of Risk and Insurance Management who handles our claims. This form has recently been revised (1/2002), so make sure you have the most recent version. It can be downloaded at: <http://www.documents.dgs.ca.gov/osp/pdf/std269.pdf>. It's a good idea to have one in your briefcase when you travel on state business. Be sure to reference ASL 02-01 "Motor Vehicle Accident Reporting" (<http://inside.arb.ca.gov/asl/02-01.htm>) for more information on what you should do to when in a motor vehicle accident while conducting state business.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

Where to Find Health Related Information

With a new quarantinable communicable disease identified (SARS) and smallpox vaccinations being administered to first responders, it can make you feel scared and confused. The Center for Disease Control (CDC) has a web site that is full of information on these and many more health-related topics to keep you informed. The web site, www.cdc.gov, provides international travel information such as what types of vaccinations are needed and outbreaks of concern for certain parts of the world. The CDC also provides an easy to use "Health Topics A-Z." It provides a listing of disease and health topics found on the CDC web site. It is not yet a complete index of the site. New topics are added on an ongoing basis.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.